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ANNUAL ACTIVITY REPORT FY-1964
OP/POD/PLACEMENT BRANCH

A. Description of Functions

The Placement Branch's main functions are as follows:

- (1) Consult with Agency operating officials and advise as to personnel policies and procedures on matters pertaining to the selection of applicants; (2) Determine the minimum qualifications of applicants and individuals accepted for employment; (3) Make periodic surveys for the purpose of ascertaining the requirements for personnel needed in the Scientific, Technical, Research, Analytical, and Support type of positions; (4) Furnish timely requirements to the appropriate officials for outside recruitment if qualified and available personnel cannot be located within the Agency; (5) Approve personnel actions involving excepted appointments, promotions, reassignments, etc., for the DD/I, DD/S&T, and DD/S components; (6) Determine and approve the salary entitlement; (7) Approve and process all new appointment actions for DD/P; (8) Review "Outstanding" and "Weak" fitness reports; (9) Interview job applicants; (10) Interview candidates for reassignment; (11) Counseling of employees; (12) The administration of the Engineering and Scientific testing program; (13) The determination of applicants to be coded; (14) The orientation and briefing of new employees; (15) The actual processing of EOD procedures; (16) Preparation of significant statistics and reports relative to Placement Branch activities; (17) Preparation of special correspondence; (18) Conduct follow-up interviews of new employees (GS-05 through GS-12 -- six to eight months after EOD date.)

B. Number of People Involved in Work Force

We have had a work force of [REDACTED] during this past FY. Currently there are [REDACTED] staff employees. This represents an 18.5% reduction in the staff. One (1) professional is engaged in general management and supervisory responsibilities; [REDACTED] professionals and [REDACTED] clericals are engaged in placement and processing

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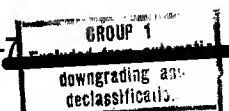
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Correspondence Section



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C. Production Figures

In FY-64, according to machine statistics, [REDACTED] professional types entered on duty. This figure does not include [REDACTED] JOT's. [REDACTED] technicians and professional types, Grade GS-06 and above, were placed in the Office of Communications. A substantial number of the total placements in junior professional categories employed at GS-05 levels are not included in the above figures.

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This volume of placements required the dispatching a total of 34,474 pieces of correspondence; 27,139 were routine letters, 3,897 letters required individual preparation, 281 letters were prepared to answer Congressional and front-office interest, and 3,157 letters were required for special projects. We had forecast that we would experience an increase in our correspondence volume of approximately 10 per cent in FY-64, but this expected workload did not materialize because of restrictions in personnel strength. However, it may be of interest to note, even though we acquired [REDACTED] less new employees, the correspondence load was greater than last FY's workload, and was accomplished with one less employee. Workload factors for the last four (4) Fiscal Years has been:

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Letters completed	FY-61	26,931
Letters completed	FY-62	31,992
Letters completed	FY-63	34,348
Letters completed	FY-64	34,474

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We closed out FY-64 with [REDACTED] people in process. In comparison with the previous FY, we closed out FY-63 with [REDACTED] people in process.

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D. Problems Met and Solved

The problem of instantaneous retrieval of applicant files has required that we create a new control record system. This record enables us to know the exact location of any applicant file at any time it is under consideration.

In response to the request to resume "follow-up" interviews, we have embarked upon a plan to concentrate our efforts on all professional EOD's, GS-05 through GS-12. Plans have been made to conduct these follow-up interviews not earlier than six months after EOD, and not later than eight months after EOD. The program is being resumed in July 1964.

Effective and timely two-way communication continues to be an important by-product of the Personnel Officers' Monthly Meeting in which POD/PB participates.

The Placement Officers have devised a way they can facilitate the immediate retrieval of applicant files of previously rejected candidates. Each officer keeps a chronological name listing by occupational skills of cases whose applications are less than a year old. We have had extremely good results working over this group and plan to continue this practice.

An obviously over-staffed force resulted from the ceiling restrictions imposed early in FY-64. We have subsequently reduced our staff by 18.5% by normal attrition and reassignment of the surplus personnel. While this was being accomplished, we were able to furnish approximately 300 man-hours of voluntary assistance to other Division and Branch requirements. While the personnel costs were steadily decreasing, some other economies were effected; i.e., three

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four-drawer safes were turned in. Five telephone instruments, three telephone (10 switch) key boxes, and three secretarial desk units have also been turned back to stock.

The problem of providing opportunities for training was successfully met. Six of the professional staff had Agency training courses in excess of 240 man-hours. Nine members of the professional staff attended the Supervisor's Re-orientation and Indoctrination sessions. Three of the clerical force have had an opportunity to increase their clerical skills by attending the Agency Clerical Refresher Courses. This training was accomplished, in the face of a constantly diminishing work force, by extra effort on the part of other members of the staff.

During FY-64 we reduced seven different operating procedures to writing for inclusion in the POD Procedures Handbook. We have one more ready for publication. This will be a continuing requirement as procedures change and new requirements are placed upon us and, of course, the need to revise and up-date the already existing procedures.

The problem of more realistic recruitment requests has been solved in part by insisting that the requests reflect what the respective components could actually accommodate ceiling-wise.

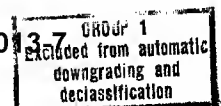
E. Problems Met and Not Solved

We continue to have a "space layout" problem. We do not have (1) reasonably adequate or accessible space for conducting our EOD processing, (2) privacy for conducting counseling, and (3) follow-up interviews. This is not mentioned again to embarrass anybody but rather to make a historical note of the problem as one that has been with us for some time and one yet to be solved. A recommendation regarding this matter is made in Section F.

Considerable "wheel spinning" is undergone by trying to recover the perishable product represented in "current" applications. We

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believe if the recommendation in Section F regarding this subject is approved -- the placement effort will be far more efficient and our efforts more productive.

Our efforts to provide both professional and high level secretarial replacements from personnel already on our rolls - working at lower grades - is stultified because we encounter unreasonable delays in negotiating for release dates of either type. A recommendation relating to this problem is submitted in paragraph F (9).

F. Forecast--Work, Staff, Problems, Recommendations

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It seems reasonable to expect the Agency to have to hire approximately [REDACTED] employees in FY-65. Approximately [REDACTED] will be clerical, [REDACTED] COT's and [REDACTED] types. Approximately [REDACTED] professional types of all grades will have to be procured.

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We propose to accomplish our requirements with at least two less processing technicians and possibly one less correspondence clerk.

We strongly believe little benefit results in maintaining applicant files in AFS for more than one year. A recommendation addressing itself to this issue will be made later in this report.

Of Interest: The following losses were sustained by Placement Branch in the last fiscal year -- identities and replacements (if any) are recorded in that order:

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Recommendations

- (1) A telephone service survey to improve efficiency and possibly more economies.
- (2) A space review of present facilities to ascertain if the need for privacy could be accomplished by the creation of at least two more rooms to be carved out of our open space.
- (3) The immediate disposition of all applicant files which are more than one year old.
- (4) Revision of correspondence to inform applicants that the Agency will keep their cases under active consideration but for one year; however, if further consideration is desired, it will be the individuals responsibility to request we continue our interest in their application.
- (5) The more frequent use of the monthly Personnel Officers' Meetings more extensively in cooperation with the Chiefs of the various personnel divisions as a two-way communications system to discuss and resolve issues of mutual interest.
- (6) The Placement Branch be delegated authority to approve invitee and EOD travel orders. This is recommended to relieve Chief, Personnel Operations Division and Deputy Chief, Personnel Operations Division of this time-consuming detail. This should expedite our processing and substantially cut down on the time "lag" factor which we are trying to eliminate.
- (7) The Chief, Placement Branch be delegated the authority to approve requests for exception to entrance-on-duty rates for applicants. Appeals from our action could be referred to Chief, Personnel Operations Division for adjudication. This should relieve the Director of Personnel and the Deputy Director (Support) of becoming involved in what at best could only be described as "administrative details". We would be guided by precedent cases--referring only those to higher authority that would be classed as unique or unusual and for which no official Agency policy had been previously announced.

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(8) Obtain an official Agency policy that employees ranked in the lower ten (10) per cent of the career service total, regardless of grade, be referred to the concerned Placement Officer for counseling and appropriate reassignment efforts.

(9) Obtain an official Agency policy that provides for the releases of qualified candidates for higher grade vacancies; i. e., not more than thirty (30) days for professionals and not more than fifteen (15) days for clericals.

G. Concluding Remarks

We have had a reasonably good year in FY-64. It is difficult to foresee exactly what has to be done in FY-65. Our staff is adequate to do the anticipated requirements as now planned.

We have now cut or have planned further reductions in the staff to an absolute minimum. We will be sorely pressed to keep workloads current when we have to accommodate leave requests, training requirements, and any unusual sick leave demands. Otherwise we are ready and confidently forecast at this early date that we can and will do what is expected of the Placement Branch during FY-65.

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